

Salt City Little League

2011

SAFETY MANUAL

for

Officers, Managers and Coaches



Play Hard – Play Safe

Table of Contents

Introduction	3
Code of Conduct	4
Safety Code	6
Concession Stand/Food Handling	8
Injury Reporting Procedures	10
2011 Board of Directors	12
The Heimlich Maneuver	14
Lightning	15
Lightning Evacuation Procedures	16
Some Important Do's and Don'ts	17
Storage Shed Procedures	18
Manager's Expectations	19

Introduction

ASAP – What is it?

In 1995, ASAP (A Safety Awareness Program) was introduced with the goal of re-emphasizing the position of Safety Officer "to create awareness, through education and information, of the opportunities to provide a safer environment for kids and all participants of Little League Baseball". In order to be an ASAP-compliant league, a Little League approved Safety Plan must be filed with Williamsport.

Salt City Safety Plan

The goal of the Safety Plan is to develop guidelines for increasing the safety of activities, equipment, and facilities through education, compliance and reporting. In support of the attainment of this goal, Salt City Little League also commits itself to providing the necessary organizational structure to develop, monitor, and enforce the aspects of the plan.

The Safety Plan, by reference, includes the Salt City Little League Safety Code, the Salt City Little League Code of Conduct, and the Salt City Little League Safety Manual. The combination of these documents outlines specific safety issues and the Salt City Little League policy or procedure for each issue. All participants, volunteers, employees, spectators, and guests are bound by the guidelines set forth in these documents.

Safety Officer

One of the elected members on this Board is the Director of Safety. For the 2011 season, the Safety Officer is Anthony Cerrone. This individual acts as Salt City Little League primary point of contact for the creation and enactment of the Safety Plan. The Safety Officer authors or modifies the League's Safety Plan, Code of Conduct, Safety Code, and Safety Manual each year, as necessary, and completes an annual Facility Survey, reviewing all practice and game fields for potential safety hazards. These documents are then presented to the Board for approval and ratification (usually in February or March) for the upcoming season.

The ultimate responsibility for ensuring compliance of the Safety Plan lies with the Safety Officer. Because of the size of Salt City Little League, and to provide more width to the enforcement of the plan, each Salt City Little League Board member is tasked with ensuring the overall Safety Plan compliance.

PLAY HARD - PLAY SAFE!

Code of Conduct

The Salt City Little League Code of Conduct has been adopted by the Board of Directors. This Code is enforced by the Director of Safety, the League President, and League's Vice Presidents. All league officers, participants, employees and volunteers are required to abide by this code. It is the job of the Director of Safety to author and/or make any revisions to this Code of Conduct from year to year, as necessary.

Salt City Little League Code of Conduct –

- ***Speed limit 5 mph*** in roadways and parking lots while attending any SCLL function. Watch for small children around parked cars.
- ***No alcohol allowed*** in any parking lot, field, or common areas within the SCLL complex.
- ***No playing in parking lots*** at any time.
- ***No playing on and around*** lawn equipment.
- ***Use crosswalks*** when crossing roadways. Always be alert for traffic.
- ***No profanity.***
- ***No swinging bats or throwing baseballs*** at any time within the walkways and common areas of a Salt City Little League complex.
- ***Batting helmets and catcher's gear must be*** worn at all times. Players must wear helmets during all hitting drills including soft-toss and when using batting tees. Proper protective net protectors may be substituted for catchers.
- ***No throwing balls*** against dugouts or against backstop.
- ***All gates to the field must remain closed*** at all times. After players have entered or left the playing field, all gates should be closed and secured.
- ***No children under the age of 16*** without adult supervision are permitted in the concession stand.
- ***No throwing*** rocks.
- ***No horseplay*** in the dugout or walkways at any time.
- ***No climbing*** fences.
- ***No pets are permitted*** at games or practices unless leashed and per Town codes.
- ***No Pets are permitted*** on the Salt City Little League fields at any time.
- ***During games, only a player on the field and at bat may swing a bat*** (applies to ages 5-12). Junior Division and above (age 13 and older) on the field, at bat or on deck may swing a bat. Be aware of the area around you when swinging a bat while in the on-deck position.
- ***Observe all posted signs.*** Players and spectators should be alert at all times for foul balls and errant throws.
- ***During game, players must remain in the dugout*** in an orderly fashion at all times. Batters are to remain behind protective screening until their turn at bat.
- ***After each game, each team must clean up*** trash in dugout and around stands.

- *All bicyclists and* skateboarders are to follow city ordinances and speeds are not to exceed a normal walk and helmets are to be worn at all times. Bicyclists always ride with traffic on city streets.

Failure to comply with this Code of Conduct may result in expulsion from the Complex.

PLAY HARD - PLAY SAFE!

Safety Code

The Salt City Little League Safety Code has been adopted by the Board of Directors and is enforced by the Director of Safety, the league's Vice Presidents and all members of the Board of Directors. All league officers, participants, employees and volunteers are required to abide by this code.

It is the job of the Director of Safety to make any revisions to the Safety Code from year to year, as necessary subject to the approval of the Salt City Little League Board of Directors.

Salt City Little League Safety Code -

- Responsibility for Safety procedures should be that of each knowing adult member of Salt City Little League.
- A continually strong educational effort should be instituted and maintained by SCLL including, but not limited to:
 1. Signage to promote safety should be instituted and maintained by the League.
 2. Safety information provided to all families through the league newsletter.
 3. Other means of information and training including first aid and obtaining health cards.
- Arrangements should be provided for in advance of all games and practices for emergency medical services. **All Managers (or designee) shall have access to a telephone (cell phone is acceptable) at all practices and games for the sake of safety.**
- At least one coach/manager per team from SCLL must complete specified training in areas of baseball fundamentals, coaching skills and techniques, and first aid training. Selection and retention of managers and coaches is based on completion of such training in addition to positive personal attributes in working with kids.
- First aid kits are located at the concession stand and provided to each team for use at all practices and games.
- SCLL League President shall conduct background checks on all managers, coaches, board members, and all other league volunteers to ensure safety of all players and participants in the League, as directed by Little League, Inc. Every participant in SCLL is required to submit a Volunteer Application Form to allow for such background checks.
- No games or practices should be held when weather or field conditions are not good, particularly when lighting is inadequate or when lightning is near enough to be seen. Lightning can travel between 8 and 10 miles laterally. Do not take chances with the players or other individuals. When lightning is near enough to be seen, all players are to be removed from the fields and dugouts and put in cars with no feet or limbs outside windows or doors. No metal is to be carried between moving it from the fields to the cars. Metal bats and equipment are to be put into cloth bags and taken to the

appropriate cars. During lightning conditions, stay clear of all metal fencing. Warn any other people in the area to move to safety.

- Play area should be inspected frequently for holes, damage, stones, glass and other foreign objects. **All managers and umpires will walk the field before all games and practices to inspect for safety.**
- All team equipment should be stored within the team dugout, or behind screens, and not within the area defined by the umpires as "in play".
- Only players, managers, coaches and umpires are permitted on the playing field or in the dugout during games and practice sessions
- Responsibility for keeping bats and loose equipment off the field of play should be that of a player assigned for this purpose or the team's manager and coaches.
- Procedure should be established for retrieving foul balls batted out of playing area.
- During practice and games, all players should be alert and watching the batter on each pitch.
- During warm-up drills players should be spaced so that no one is endangered by wild throws, swinging bats or missed catches.
- **Equipment should be inspected regularly** for the condition of the equipment as well as for proper fit.
- **Batters must wear Little League-approved protective helmets** during batting practice and games, including soft-toss and when using batting tees.
- **Catchers must wear catcher's helmet, mask, throat guard, long model chest protector, shin guards and protective cup with athletic supporter (for males) at all times** for all practices and games. **NO EXCEPTIONS.** Managers should encourage all male players to wear protective cups and supporters for practices and games.
- During sliding practice, bases should not be strapped down or anchored or safety bags should be used. Separate bases near the permanent bases are suggested.
- At no time should horseplay be permitted on the playing field
- Parents of players who wear glasses should be encouraged to provide safety glasses.
- Managers, coaches, parents and players should take precautions to avoid heat stress or exhaustion by encouraging players to drink fluids, particularly water, frequently, especially on warm or hot days.
- Players are encouraged to wear mouth guards, especially if they have braces or for general protection.
- Player must not wear watches, rings, pins or metallic items or plastic hair beads during games and practices.
- All pre-game warm-ups should be performed within the confines of the playing field and not within areas that are frequented by, and thus endanger, spectators (e.g., playing catch, pepper, swinging bats, etc.)

PLAY HARD - PLAY SAFE!

Concession Stand/Food Handling

Equipment and Facilities –

- No one under the age of 13 is allowed in concession stand
- Check all equipment to be sure it works properly
- Make sure refrigerator is at a temperature of 40°F for storing meats and freezer is at least 32°F.
- Make sure all countertops are cleaned before and after use with hot water and a detergent or cleaner.
- Clean all equipment before and after use
- If cloth or sponge is used for cleaning, make sure that they are washed in hot water after every use.
- Store cleaning chemicals away from food preparation areas.
- Wash utensils and dishes as soon as possible in hot soapy water and rinse thoroughly before and between uses.
- Keep floor clean at all times and clean up spills as they occur.

Food Storage –

- Foods containing meat, dairy, or fish are high risk foods and must be stored at the correct temperature. For frozen food, keep at 32°F and for refrigerated foods, keep at 40°F.
- Any meat kept in the refrigerator must be kept on the bottom shelf to prevent drippage onto other foods.
- Don't keep food in storage too long. Remember the *first in, first out* rule.
- Don't keep food out of refrigerator too long. If food (especially meat) is allowed to come to room temperature, bacteria will grow. Throw out any meat suspected of not being kept cold enough.
- Store raw food separately from cooked food.
- Cover all food with lids, foil, or plastic wrap.
- All dry food (chips, popcorn, etc) storage is to be kept at least 2" off the floor.

Food Preparation –

- Bacteria is the biggest cause of food poisoning and is found everywhere. The way that these germs can move to the food is:
 - from hands to food
 - from cutting boards, knives and other utensils to food
 - from one food to another, especially from raw to cooked food
- Make sure everything used to prepare the food is clean and germ free.
- Because it is easy to transfer bacteria from raw to cooked food, it is important to have separate utensils for each.
- Don't let raw food come in contact with cooked food.

- Cooked, or ready to eat food should not be handled with bare hands. Use tongs, spatulas, spoons, or disposable gloves.
- Change disposable gloves
 - Every hour
 - When they tear
 - When you change tasks, like moving from cleaning to cooking or from food preparation to serving cooked food.
- Thaw frozen food in the microwave or at bottom of refrigerator.
- Never put thawed food back in freezer.
- Cook all foods completely, especially beef. Cook until juices run clear.

Personal Hygiene for Food Handlers –

- Always wash your hands after using rest room.
- Always wash your hands after you have touched raw meat and before you begin another task.
- Do not work around food if you have had any kind of gastrointestinal ailment within the last 48 hours.
- Do not work with food preparation if you have been exposed to Hepatitis or E Coli.
- Make sure to wear gloves if you have a sore or lesion on your hands. If elsewhere, make sure that it is covered with a waterproof bandage.

PLAY HARD - PLAY SAFE!

Injury Reporting Procedures

For Police, Fire Department and Ambulance Emergencies, dial.....911

The following reporting procedures should be used by all managers, coaches, parents, umpires, and volunteers regarding injuries:

WHAT TO REPORT

An incident that causes any player, manager, coach, umpire, or volunteers to receive medical treatment and/or first aid must be reported to the Director of Safety. The terms "medical treatment and/or first aid" should include even passive treatments such as the evaluation and diagnosis of the extent of the injury. *Any incident that (a) causes a player to miss any practice or game time; or (b) any event that has the potential to require medical assistance* must be reported promptly.

WHEN TO REPORT

All such incidents described above must be reported to the Director of Safety within 48 hours of the incident. The Director of Safety for 2009 is Anthony Cerrone, and he can be reached at the following:

Weekend and evenings: 315-415-1524

Email: cerronet@infinet-tech.com

If the Safety Officer is not available, first attempt to contact the SCLL President, then the Vice President, as appropriate.

HOW TO MAKE THE REPORT

Reporting incidents can come in a variety of forms. Most typically, they are telephone conversations with follow up by fax or email. At a minimum, the following information must be provided to the Safety Officer or President of the League (Accident reporting form is attached herein):

- The name and phone number of the individual involved (or of their parents)
- The date, time, and location of the incident
- As detailed a description of the incident as possible
- The preliminary estimation of the extent of any injuries
- The name and phone number of the individual reporting the incident.

DIRECTOR OF SAFETY'S RESPONSIBILITIES

Within 48 hours of receiving the incident report, the Director of Safety will contact the injured party or the party's parents and (1) verify the information received; (2) obtain any other information deemed necessary; (3) check on the status of the injured party; and (4) in the event that the injured party required other medical treatment (i.e., Emergency Room visit, doctor's visit, etc.) will advise the parent or guardian of the Salt City Little League insurance coverage's and the provisions for submitting any claims for

reimbursement.

If the extent of the injuries are more than minor in nature, the Director of Safety shall periodically call the injured party to (1) check on the status of any injuries, and (2) to check if any other assistance is necessary in areas such as submission of insurance forms, etc. until such time as the incident is considered "closed" (i.e., no further claims are expected and/or the individual is participating in the league again).

PLAY HARD - PLAY SAFE!

2011 Board of Directors

Name	Email Address	Phone	Board Position
Mark Watson	mkwatson@twcny.rr.com	315-457-0888 H 315-952-8240 C	President
Bob Weller	twinfalls.weller52@gmail.com	315-453-4566 H 315-877-1194 C	Treasurer
Bob Richards	rrichards@twcny.rr.com	315-453-0133 H 315-254-5699 C	Equipment Manager
Anthony Cerrone	acerrone64@hotmail.com	315-457-4595 H 315-415-1524 C	Information Officer/Safety Officer
Tony Roseamelia	anthony.roseamelia@arcadis-usa.com	none H 315-720-0226 C	League Advisor
Mark Mounce	mouncemark@gmail.com	315-451-3359 H 315-744-4381 C	Vice President
Missy Wike	jwike@twcny.rr.com	315-451-1155 H 315-263-1260 C	Secretary
John Wike	jwike@twcny.rr.com	315-457-5748 H 315-708-2379 C	Player Agent
Kelly Watson	mkwatson@twcny.rr.com	315-457-0888 H 315-952-8240 C	Fundraising
Toni Sgroi	tsgroi@empowerfcu.com	315-461-8415 H 315-569-0332 C	Concession Stand Coordinator /1
Sara Richards	allaboutallabout2000@yahoo.com	315-744-6363 H	Concession Stand Coordinator /2
Tom Stapleton	stapleton5836@verion.net	315-453-2005 H 315-657-3389 C	Scheduler

PLAY HARD - PLAY SAFE!

Communicable Disease Procedures

While the risk of one participant infecting another with HIV/AIDS during league activities is small, there is a remote risk other blood borne infectious disease can be transmitted. Procedures for reducing the potential for transmission of infectious agents should include, but not limited to the following:

- Bleeding must be stopped, the open wound covered and if there is any excess amount of blood on the uniform, it must be changed before an athlete may participate.
- Routine use of gloves or other precautions to prevent skin and mucous membrane exposure when contact with blood or other body fluids is anticipated.
- Immediately wash hands and other skin surfaces if contaminated (in contact) with blood or other body fluids. Wash hands immediately after removing gloves.
- Clean all blood-contaminated surfaces and equipment with a solution made from a proper dilution of household bleach or other disinfectant before competition resumes.
- Practice proper disposal procedures to prevent injuries caused by needles and other sharp instruments or devices.
- Although saliva has not been implicated in HIV transmission, to minimize the need for emergency mouth-to-mouth resuscitation, mouthpieces, resuscitation bags, or other ventilation devices should be available for use.
- Managers, coaches, umpires, and volunteers with bleeding or oozing skin should refrain from all direct athletic care until condition is resolved.
- Contaminated towels should be disposed of or disinfected properly.
- Follow acceptable guidelines in the immediate control of bleeding and when handling bloody dressings and other articles containing body fluids.

The Heimlich Maneuver

The Heimlich maneuver is an emergency method of removing food or foreign objects from the airway to prevent suffocation.

When approaching a choking person, one who is still conscious, ask: "Can you cough? Can you speak?"

If the person can speak or cough, do not perform the Heimlich maneuver or pat them on the back. Encourage them to cough.

TO PERFORM THE HEIMLICH:

- Grasp the choking person from behind;
- Place a fist, thumb side in, just below the person's breastbone (sternum), but above the navel;
- Wrap second hand firmly over this fist;
- Pull the fist firmly and abruptly into the top of the stomach.

It is important to keep the fist below the chest bones and above the navel.

The procedure should be repeated until the airway is free from obstruction or until the person who is choking loses consciousness (goes limp).

These will be violent thrusts, as many times as it takes.

FOR A CHILD:

- Place your hands at the top of the pelvis;
- Put the thumb of your hand at the pelvis line;
- Put the other hand on top of the first hand;
- Pull forcefully back as many times as needed to get object out or the child becomes limp.

Most individuals are fine after the object is removed from the airway. However, occasionally the object will go into one of the lungs. If there is a possibility that the foreign object was not expelled, medical care should be sought. If the object cannot be removed completely by performing the Heimlich, immediate medical care should be sought. Call 911 or go to the local emergency room.

Lightning

Consider the following facts:

- The average thunderstorm is 6-8 miles long, 6 – 10 to miles wide and travels at a rate of 25 miles per hour
- Once the leading edge of a thunderstorm approaches to within 10 miles, you are at immediate risk due to the possibility of lightning strokes coming from the storm's overhang anvil cloud (for example, the lightning that injures 13 people during a concert at JFK in 1999 occurred while it was sunny and dry).
- On the average, thunder can only be heard over a distance of 3 - 4 miles, depending on humidity, terrain, and other factors, This means that by the time you hear the thunder, you are already in the risk area for lightning strikes.

"Flash-Bang" Method

One way of determining how close a recent lightning strike is to you is called the "flash-bang" method. With the "flash-bang" method, a person counts the numbers of seconds between the sight of a lightning strike and the sound of thunder that follows it. Halt play and evacuation should be called for when the count between lightning flash and the sound of thunder is 15 seconds or less.

Rule of Thumb!!

The ultimate truth about lightning is that it is unpredictable and cannot be prevented. Therefore, manager, coach, or umpire who feels threatened by an approaching storm should stop play and get the kids to safety - regardless. When in doubt, the following rule should be applied:

WHEN YOU HEAR IT -CLEAR IT!!

WHEN YOU SEE IT - FLEE IT!!

Where to go?

No place is absolutely safe from the lightning threat, but some places are safer than others. Large enclosed shelters (substantially constructed buildings) are the safest (like our snack bar). For the majority of participants, the best area for them to seek shelter is in a fully enclosed metal vehicle with the windows rolled up. If you are stranded in an open area and cannot get to shelter in a car, put your feet together, crouch down, and put your hands over your ears (to try and prevent eardrum damage).

Where NOT to go!!

Avoid high places and open fields, isolated trees, unprotected gazebos, rain or picnic shelters, dugouts, flagpoles, bleachers, metal fences, and water.

First Aid to a Lightning Victim

Typically, the lightning victim exhibits similar symptoms as someone suffering from a heart attack. In addition to calling 911 the rescuer should consider the following:

The first tenet of emergency care is "make no more casualties". If the victim is in a high risk area (open field, isolated tree, etc.) the rescuer should determine if movement from that area is necessary - lightning can and does strike the same place twice. If the rescuer is at risk, and movement of the victim is a viable option, it should be done.

If the victim is not breathing, start mouth-to-mouth resuscitation. If it is decided to move the victim, give a few quick breathes prior to moving them.

Determine if the victim has a pulse. If no pulse is detected, start cardiac compressions as well.

Note: a person knowledgeable and trained in the technique should only administer CPR.

Lightning Evacuation Procedures

- Stop any game or practice if lightning can be seen or it is loud above 45 decibels (generally this is louder than a normal conversation).
- Stay away from metal fencing (including dugouts) !!
- Do not hold a metal bat.
- Walk, don't run to car and wait for a decision on whether or not to continue the game or practice.
- If in doubt, do not continue game or practice. Keep limbs inside the car away from metal. Do not make contact with the car or the ground. Do not stay in the dugout!

Some Important Do's and Don'ts

DO -

- Reassure and aid children who are injured, frightened, or lost.
- Provide, or assist in obtaining, medical attention for those who require it.
- Know your limitations.
- Carry your first-aid kit to all games and practices
- Keep your "Prevention and Emergency Management of Little League Baseball and Softball Injuries" booklet with your first-aid kit.
- Assist those who require medical attention - and when administering aid, remember to ...
 - LOOK for signs of injury (blood, black-and-blue deformity of joint etc.).
 - LISTEN to the injured describe what happened and what hurts if conscious. Before questioning, you may have to calm and soothe an excited child.
 - FEEL gently and carefully the injured area for signs of swelling, or grating of broken bone.
- Have your players' Medical Clearance Forms with you at all games and practices.
- Make arrangements to have a cellular phone available when your game or practice is at a facility that does not have any public phones either on site or nearby.

DON'T -

- Administer any medications
- Provide any food or beverages (other than water)
- Hesitate in giving aid when needed
- Be afraid to ask for help if you're not sure of the proper procedures
- Transport injured individuals except in extreme emergencies
- Leave an unattended child at a practice or game
- Hesitate to report any present or potential safety hazard to the Director of Safety immediately.

Storage Shed Procedures

The following applies to all of the storage sheds used by Salt City Little League and apply to anyone who has been issued a key or combinations by Salt City Little League to use those sheds.

- All individuals with keys/combinations to the Salt City Little League equipment sheds (i.e., Managers, Umpires, etc.) are aware of their responsibilities for the orderly and safe storage of rakes, shovels, bases, etc. **LOCK UP WHEN YOU ARE DONE WITH THE SHED(S).**
- Before you use any machinery located in the shed (i.e., lawn mowers, weed whackers, lights, scoreboards, public address systems, etc.) please locate and read the written operating procedures for that equipment.
- All chemicals or organic materials stored in Salt City Little League sheds shall be properly marked and labeled as to its contents.
- Any witnessed "loose" chemicals or organic materials within these sheds should be cleaned up and disposed of as soon as possible to prevent accidental poisoning.

Remember, safety is everyone's job. Prevention is the key to reducing accidents to a minimum. Report all hazardous conditions to the Director of Safety or another Board member immediately. Don't play on a field that is not safe or with unsafe playing equipment. Be sure your players are fully equipped at all times, especially catchers and batters. And, check your team's equipment often.

PLAY HARD - PLAY SAFE!

Manager's Expectations

WHAT DO I EXPECT FROM MY PLAYERS?

- To be on time for all practices and games.
- To always do their best whether in the field or on the bench.
- To be cooperative at all times and share team duties.
- To respect not only others, but themselves as well.
- To be positive with teammates at all times.
- To try not to become upset at their own mistakes or those of others ... we will all make our share this year and we must support one another.
- To understand that winning is only important if you can accept losing, as both are important parts of any sport.

WHAT CAN YOU AND YOUR CHILD EXPECT FROM ME?

- To be on time for all practices and games.
- To be as fair as possible in giving playing time to all players.
- To do my best to teach the fundamentals of the game.
- To be positive and respect each child as an individual.
- To set reasonable expectations for each child and for the season.
- To teach the players the value of winning and losing.
- To be open to ideas, suggestions or help.
- To never holler at any member of my team, the opposing team or umpires. Any confrontation will be handled in a respectful, quiet and individual manner.

WHAT DO I EXPECT FROM YOU AS PARENTS AND FAMILY?

- To come out and enjoy the game. Cheer to make all players feel important.
- To allow me to coach and run the team.
- To try not to question my leadership. All players will make mistakes and so will I.
- All players will make mistakes and so will I. Please do not holler at me, the players or the umpires. We are all responsible for setting examples for our children. We must be the role models in society today. If we eliminate negative comments, the children will have an opportunity to play without any unnecessary pressures and will learn the value of sportsmanship.
- If you wish to question my strategies or leadership, please do not do so in front of the players or fans. My phone number will be available for you to call at any time if you have a concern. It will also be available if you wish to offer your services at practice. A helping hand is always welcome.

Finally, don't expect the majority of children playing Little League baseball to have strong skills. We hear all our lives that we learn from our mistakes. Let's allow them to make their mistakes, but always be there with positive support to lift their spirits.

